

District of Columbia
Department of Energy and Environment



**NOTICE OF FUNDING AVAILABILITY
AND
REQUEST FOR APPLICATIONS (RFA)**

Watershed Protection Incentives and Ambassador Program
(Short name: WPD Incentives and Ambassador)
RFA # 2015-1516-WPD

10/2/2015

Application deadline: by 4:30 PM 11/2/2015

Government of the District of Columbia
Department of Energy and Environment
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Washington, DC 20002
(202) 535-2600



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SECTION 1. GENERAL INFORMATION

1.1 Introduction

The District of Columbia Department of Energy and Environment (“DOEE”) is soliciting grant applications from eligible entities (called “Applicant”). The goals of this Request for Applications (RFA) are to plant trees, install conservation landscaping, and remove impervious surfaces and replace them with pervious pavers or vegetation on private residential property in the District; and to strengthen District residents’ understanding of stormwater issues and management. One of the grants will also help coordinate the existing and future efforts of the District’s local stakeholders to implement water quality improvements in the Anacostia Watershed. The following programs or offices of DOEE are administering this RFA: WATERSHED PROTECTION DIVISION (WPD).

1.2 Purpose of the Grants

The purpose of these grants is to plant trees, install conservation landscaping, and remove impervious surfaces and replace them with pervious pavers or vegetation on private residential property in the District; and to strengthen District residents’ understanding of stormwater issues and management. One of the grants will also help coordinate the existing and future efforts of the District’s local stakeholders to implement water quality improvements in the Anacostia Watershed.

1.3 Source of Funds

The sources of funds for the grants are District of Columbia Stormwater Enterprise Fund, District of Columbia Anacostia River Clean Up and Protection Fund, US Environmental Protection Agency (EPA) Chesapeake Bay Implementation Grant (CFDA# 66.646), and US Department of Interior, National Park Service (NPS) Funds.

1.4 Competition for a Grant Award

This RFA is competitive. Each Applicant must demonstrate its ability to carry out the activities for the grant for which it applies (called a “project”). A review panel will evaluate the applications for each advertised grant according to the stated list of criteria in each project’s description. The proposal/s with the highest score/s will be awarded the grant.

Specifically, grant awards will be made based on eligibility (Section 1.6), the extent to which the proposed project fits within the scope and available funding of the grant, strength of the application, and the organization’s capacity to achieve the grant’s goals.

Each Applicant may submit an application for more than one project, if applicable.

1.5 Projects and Funds Available

DOEE seeks applications for:

Project Number		Project Number		Project Amount
1		RiverSmart Homes Tree Planting and Rebate Program		\$330,000.00
2		RiverSmart Homes Landscaping Installation Program		\$600,000.00
3		Anacostia Ambassador Program		\$140,000.00

1.6 Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies
- ☒-Universities/educational institutions; and
- ☐-Private Enterprises.

A continuing condition of eligibility is that the application is truthful and its material conditions are still valid. For instance, if an application rested on the availability of especially skilled staff, and those staff should leave after the application’s submittal or the grant award to the Applicant, the Applicant has the responsibility to advise DOEE in writing. Another example would be the loss of the organization’s nonprofit tax status.

1.7 Permissible Use of Grant Funds

Grantees may use grant funds only for allowable grant project expenditures. Grant funds will be provided on a reimbursement basis, except that an advance of funds may be provided in limited circumstances.

1.8 Grant Monitoring

DOEE may use several methods to monitor the grant, including site visits, periodic financial reports and the collection of performance data. Each grant is subject to audit.

1.9 RFA Conditions - Promises, Certifications and Assurances

Please read carefully the attached Appendix 3, “Applicant’s Promises, Certifications and Assurances (PCA).” That document is incorporated by reference in this RFA. When an Applicant signs the application it is making the listed promises, certifications and assurances and agrees to the other statements in that appendix.

1.10 DOEE’s Authority to Make Grants

General Authority: DOEE has grant-making authority under: the Water Pollution Control Act of 1984, eff. Mar. 16, 1985, as amended, (D.C. Law 5-188; D.C. Official Code §§ 8-101.01 *et seq.*), including § 8-103.12 (Make water-related research grants to universities and institutions); the DOEE Establishment Act of 2005, §§ 101 *et seq.*, eff. Feb. 15, 2006, as amended, (D.C. Law 16-51, D.C. Official Code §§ 8-151.01-.15), including § 8-151.07(10) (Make awards and grants to improve the environment); and other applicable laws and regulations.

1.11 Conflicts Between RFA and Applicable Law

If there are any conflicts between the terms and conditions of this RFA and a provision of applicable law, including a public law, statute or regulation, the provision of the law shall control.

SECTION 2. SUBMISSION OF APPLICATION

2.1 RFA Release Date

The release date of this RFA is 10/2/2015.

2.2 Obtaining a Copy of the RFA

A person may obtain a copy of this RFA by any of the methods listed in Section 2.6. Please add to any note the heading “RE: RFA 2015-1516-WPD.”

2.3 Applications: When, What, and Where

When: All applications must be received at the address below by 4:30 p.m. on 11/2/2015.

An application will be dated and recorded temporarily as “received” until DOEE staff persons have reviewed it to see if it is complete. DOEE considers an application to be “filed” only if all the required materials are submitted.

An application is not filed when sent. Late or incomplete applications will not be determined to be “filed.”

What: Each application must consist of:

Five (5) hard copies; and

One (1) electronic copy.

The Department will not receive faxed copies. Do not submit a faxed copy.
The contents of the Application are specified, in Section 3.

The hard copies must be filed with DOEE at the following address:

**District of Columbia Department of Energy and Environment
RFA – Grants
1200 First Street NE
5th Floor
Washington, DC 20002**

Attn: RFA 2015-1516-WPD

Email: The electronic copy should be sent to the following email address:
WPDIncentives.Ambassador@dc.gov

Please note, if an organization is applying for more than one grant, a separate application packet must be submitted for each grant.

2.4 Award Announcement

DOEE expects to notify each Applicant in writing of its award status within six (6) weeks after the application due date.

2.5 Updates and Questions and Answers (Q & A)

It is the Applicant's responsibility to stay up-to-date on the status and requirements of the grant for which it is applying.

DOEE welcomes questions seeking clarification of matters in this RFA. The questions should be sent to the email address presented in DOEE Contacts. DOEE will publish updates and the Q & A regarding the RFA at doee.dc.gov. DOEE will also create an email list. A person can be put on the email list by immediately emailing the address below with the subject line "RE: RFA 2015-1516-WPD – Add me to the email list."

DOEE will provide the same information by email at the same time the information is uploaded to the DOEE website. Hard copy updates will be available for pickup at DOEE's offices by appointment. DOEE will NOT mail out updates or Q&A materials.

The cut-off date for receipt of new questions shall be one week prior to the application deadline.

2.6 DOEE Contacts

DOEE can be contacted about this RFA (use the RFA's short name and number whenever possible) through the following:

- (a) **Email** a request to WPDIncentives.Ambassador@dc.gov with RE: RFA 2015-1516-WPD" in the subject line;
- (b) **In person** by making an appointment with (call Lauren Linville at (202) 535-2252 and mention this RFA by name); or
- (c) **Write** DOEE at 1200 First Street NE, 5th Floor, Washington, DC 20002, Attention: Lauren Linville RE: RFA 2015-1516-WPD on the outside of the letter.

SECTION 3. APPLICATION CONTENT

3.1 Format

Proposals should be formatted as follows:

- (a) Use plain, white, 8 ½" x 11" recycled paper with one-inch margins, headers and footers;
- (b) Applications should be double-sided if possible;
- (c) Limit each project description to 15 double-spaced pages.
- (d) Staple the application in the top left-hand corner. Do not use a plastic cover or other form of binding.

3.2 Cover Sheet

Please fill in the attached cover sheet, Appendix 1, answering the questions on it. The cover sheet must have the requested information. When you have completed filling out the cover sheet, please save it for submittal as a .pdf file.

3.3 Proposal Content

DOEE intends to fund projects that will benefit the environment, and, in particular, the environment of the District of Columbia. The proposal should explain, in increasing levels of detail, how the Applicant will accomplish this.

First, present a summary. Then describe the project, starting with objectives, outcomes and outputs, and ending with specific activities and the project budget. Finally, describe the Applicant's team and why the Applicant can accomplish the proposed project.

- (a) Present the summary of the project.**

After writing the proposal, and its details, the Applicant should summarize the proposal for an introductory section of the document. The summary should be only one or two paragraphs.

- (b) Present the project in detail.**

After briefly stating what the project is to accomplish, present the quantifiable outputs and how to measure the project's success. This will require identifying the target audience, explaining

how the chosen methods will produce the outputs, and then what resources must be expended to achieve them. In presenting the project team and the budget, ensure that expenditures are those that the grant can reimburse.

(1) Recognize the purpose and objectives.

Because all of the RFA's grants seek to fund projects that will benefit the environment, the proposal should state, first in general terms, how it will benefit the environment and the proposal's stated targets, or objectives.

(2) Describe the target audience.

If the proposed project is educational, or if a component of it will educate, the proposal must identify the target audience and address how the project will engage the target audience. Of course, the proposal would describe how educating the target audience would benefit the local environment.

(3) Present the project outcomes, outputs, and activities.

DOEE evaluates grant-funded projects at three additional levels. These are increasingly more specific – the expected outcomes, the project outputs that will produce the outcomes, and, finally, the activities that make the outputs possible.

The proposal must address the outcomes, outputs and activities:

A *project outcome* is a medium- to long-term result that occurs and/or continues after the project ends. Examples: improved health of residents; an adequately-sized riparian buffer; or increased public awareness of the effects of human activities on the health of the Chesapeake Bay. Outcomes tend not to be quantified, because they are typically statements of relative conditions.

An *output* is a short-term result achieved at the end of the project period. Examples: providing watershed education to 100 students; installation of 200 square feet of green roof and an informational sign; or two acres of land cleaned of invasive plants. Outputs can, and should be, quantified.

Activities are undertaken to achieve the outputs and outcomes. For example, if the project involves teachers, the proposal would explain how the Applicant will recruit the teachers, what the teachers will do, and if any experience or research supports the proposed use of teachers.

The proposal should connect the projected outcomes with the outputs, and the outputs, in turn, to the funded activities. This enables reviewers to have a good idea of what the proposed project will achieve if funded.

(4) Describe methods.

The proposal should communicate how the Applicant will harness people and resources to create the proposed activities.

(5) Explain how project success will be measured.

Provide quantifiable measurements. For example, a trash removal project addresses the pounds of trash removed, a stormwater project measures the amount of stormwater captured. Also, if there are key tasks in the project, the proposal would identify the milestones that the project will achieve in order to produce outputs.

(6) Observe restrictions and be aware of available preference points in the scoring.

Please read the project description very carefully to see if there are restrictions for the DOEE grant. For instance, certain activities might be required to take place in the District, or the scoring might give extra points to labor sourced in the District.

(7) Present the project budget.

The proposal must present a project budget. The budget must come with a narrative.

An example of a project budget table, with categories that DOEE examines, appears in Appendix 2. Your narrative should explain each budget line item. The explanation should be thorough enough to allow a reviewer to understand why expenditure levels were chosen and how the line item amounts were derived. The narrative should list its principal assumptions - for example, "senior staff are paid \$xx per hour times xx hours."

The proposal should use the budget format in Appendix 2. But, if your own internal budget format is more detailed and covers each of the indicated line items, you may submit in that budget format. That format presents the total cost of the project, even if the total exceeds the amount of the grant.

Resources other than those from the grant would appear in the column titled "Non-DOEE Match," meaning the Applicant intends to provide the indicated resources, the "match," and that

the resources do not come from DOEE. The Applicant would enter in this column both dollars and the value of the in-kind contributions. In-kind contributions can include staff time, volunteer services, already-paid licensing fees, materials, supplies, and the use of equipment or real estate.

Volunteer hours provided to a grantee or sub-grantee by individuals must be valued at rates consistent with those which the Applicant's organization ordinarily pays for similar work, including salary and fringes. If the grantee or sub-grantee does not have employees performing similar work, the rates will be valued according to those ordinarily paid by other employers for similar work in the same labor market.

The Applicant must verify that all costs in the budget are allowable and verifiable. See "Allowable Costs" and "Non-Allowable Costs," listed below. Please keep in mind that DOEE will require documentation for grant payments, and the entire grant will be subject to audit.

(8) Be aware of allowable costs.

Allowable costs are those typical of operations:

1. Rental of office space, some vehicles, and some equipment;
2. Employee salaries and benefits;
3. Contractor labor, including professional services;
4. Accounting and bookkeeping services;
5. Communications, including telephone and data services;
6. Printing, reproduction, including signage;
7. Materials and supplies;
8. Many computers and printers;
9. Plants and tree-plantings;
10. Small tools;
11. Some field equipment, typically below \$5,000 in value;
12. Postage, shipping;
13. Some travel, meals and lodging; and
14. Insurance.

If the category or size of the expenditure is not obviously connected to the proposed project, the proposal should justify it. For example, a project to install a \$100,000 trash trap should discuss how the particular equipment was identified and why the price is the best for the project.

Non-Allowable Costs include those for lobbying and entertainment, for such long term items as real estate, and for many very large expenditures:

1. Most major equipment, like vehicles;
2. Lobbying, including salaries and overheads and out-of-pocket expenses;
3. Entertainment;

4. Interest payments on loans;
5. Most food; and
6. Land purchases.

(c) Describe the Applicant.

(1) Describe the organization.

Describe the organization's history, mission, and current or past projects that demonstrate the organization's capacity to achieve the project's goals. This section should be limited to one page. For further information the Applicant can reference a website or an attached organizational brochure or resume.

(2) Identify key personnel.

The proposal should identify the key team members for the project and provide brief biographies or their resumes. The team members can be staff, volunteers or contractors.

(3) Summarize past performance of DC grants/contracts.

DOEE wants to know if an Applicant has worked with the District of Columbia as a contractor, grantee or partner. The proposal must identify District agencies from which the organization has received funding in the past five years, stating the grant or contract title, the agency, the grant number or other identifier, the amount paid, and what was accomplished as a result of the funding. The Applicant must also briefly describe disputes, investigations or audits.

(4) Identify partners.

Sometimes partnerships can improve the success of a project. These might be government agencies, nongovernmental organizations, companies or individuals. If a partner is involved in the project, the Applicant should describe the partner's involvement and resource commitments. The proposal should identify and attach a letter of support on the partner's letterhead, or email with formal identification, from an authorized official.

SECTION 4. Review Panel and Application Scoring

4.1 Review Panel

This is a competitive grant. The review panel for the RFA will be composed of individuals with knowledge in the areas directly related to the RFA. The review panel will review, score and rank each Applicant's proposal.

When the review panel has completed this work, the panel will make recommendations for awards based on the scoring criteria for the particular grant at issue.

Review panels vary in size. Typically three to five people sit on a review panel. The review panel will consist of at least three technical people. At least two of the review panel will be from DOEE staff. Whenever practicable each panel will have at least one person from outside of DOEE.

4.2 Scoring Criteria

The reviewers score each proposal according to a list of criteria and their available points. The scoring of each application is based on a 100-point scale. The criteria and the points appear in the RFA's description of each grant opportunity. The Applicant should read this list carefully, ensuring that the proposal addresses each of the criteria.

The review panel will evaluate each proposal using the criteria listed with each project description. The panel will recommend the top scorer for funding (subject, of course, to how much grant funding is available).

Preferences may be awarded for points independent of the 100-point scale. An Applicant with an address in the District at the time of the application will be awarded a residency preference of 10 (ten) points. If the Applicant does not have an address in the District, but the application includes a District-based business or non-profit partner, five (5) points will be awarded. The residency preference will be afforded as follows:

1. The preference points will be added to any points awarded to the Applicant on the 100-point scale used to rank qualified applications to each project.
2. Preference candidates will be selected ahead of equally scoring, non-preference candidates.

Some grants require matching funds or other matching resources. Some grants do not require matches, but do allot points for scoring. Matches can be provided with resources of value to the proposed project, as discussed above in the section on budget. The Applicant should read the grant description carefully to determine if a match is required or allot points.

SECTION 5. FILING REQUIREMENTS

5.1 Documents to file as part of the proposal

Each of the following documents must be filed as part of the proposal package. If the document is not in this filing, DOEE may classify the grant application as “received” but not filed. Status as “received” will not meet the application deadline. Exception: If a government agency must issue the document, and the Applicant has requested the document, DOEE may accept a copy of the Applicant’s request to the agency as proof of the request.

(a) Certificate of Good Standing

Each Applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs. The Certificate shall be current.

(b) Promises, Certifications and Assurances Document

Each Applicant must sign the document called “Promises, Certifications and Assurances” (“PCA”) in Appendix 3. This document is incorporated by reference in the RFA. This means that it is, and should be read as, part of the RFA. This is an important document.

Signing the PCA as though under oath is a condition of eligibility for the grant applied for. If the Applicant is not prepared to sign the PCA it should not apply for a grant. The signature also constitutes a continuing promise and certification, which is a continuing condition of eligibility for each grant described in the RFA.

The PCA must be signed by an individual grant recipient or, if an organization, by the duly authorized officer of the Applicant organization. If the person signing for the Applicant is barred by faith or custom from swearing under oath, s/he may “attest to the truth.”

The Applicant is not required to send the entire document back to DOEE. Rather, DOEE requires the table of contents and the signature page. The Applicant should print the pages on which the Table of Contents appears and the signature page of the document, sign the signature page, and submit the pages with the proposal.

The PCA also includes a sworn statement verifying that the Applicant is current on all obligations outstanding to the District, including the District’s agencies. DOEE defines “current” to mean as of the date of the application, the date of a grant award, and the period of the grant. DOEE will require, as a condition of continuing eligibility, that a grantee stay current on such obligations.

(c) W-9 tax form

The Applicant must submit a current completed W-9 form, prepared for US Internal Revenue Service (IRS) purposes. DOEE defines “current” to mean that the document was completed within the same calendar year as that of the application date. If the Applicant has submitted a current completed W-9 to DOEE for another application, or for another purpose, the Applicant may submit a copy of that document.

(d) Tax exemption affirmation letter

The tax exemption affirmation letter is the IRS’s determination letter of non-profit status. If this letter is not available, then the Applicant should provide its most recent IRS Form 990 tax return, if one was submitted. If no return has yet been filed, the organization can submit its application for tax-exempt status. If the group has a supporting organization with an IRS tax-exempt status determination, then that organization’s tax exemption affirmation letter should be submitted.

If there is no IRS tax exemption affirmation letter because the organization is a religious organization, then the Applicant may submit the best evidence it can of its status: (i) a letter from the leader of the organization verifying that the organization is a religious group; (ii) a letter from the group’s board chair or similar official, verifying that the organization is a religious group; (iii) the Applicant’s most recently submitted state sales or other tax exemption form, if it exists (Form 164 in the District of Columbia); or (iv) the state’s issued tax exemption certificate or card, if it exists. (*See IRS publication no. 1828, Tax Guide for Churches and Religious Organizations.*)

(e) Applicant’s current fiscal year budget

The Applicant must submit its full budget, including projected income, for the organization’s current fiscal year, using a format at least as detailed as that presented in Appendix 2. Also, the Applicant should submit a comparison of budgeted versus actual income and expenses to date.

(f) Applicant’s financial statements

If the Applicant has undergone an audit, it must provide the most recent audited financial statements. If audited financial statements are not available, the Applicant must provide its most recent complete year’s unaudited financial statements.

(g) Separation of duties policy

Applicant must submit a statement that states how the organization separates financial transactions/duties among people within the organization, for the purposes of preventing fraud and/or waste. This may be a statement that already exists as a formal policy of the organization, or the Applicant may create the statement for the application. The applicant should state which of these is the case.

This statement should describe how financial transactions are handled and recorded. It should include names and titles of personnel involved in handling money, how many signatures the bank/s requires on the organization's checks and withdrawal slips. It should address other limits on staff and board members' handling of the organization's money.

(h) If applicable, letters of support

If a project requires a partner, the Applicant should attach a letter of support, or equivalent, with the proposal. DOEE has experience with four cases:

1. District of Columbia Public Schools

If the Applicant will work with the District of Columbia Public Schools (DCPS), then it must include a letter of support from the principal of each school with which it will work, and, if available, from each participating teacher. Teachers and principals may send a joint letter.

2. Property Owner

If the Applicant will work on public land, it must submit a letter of support from the managing agency. Similarly, if the Applicant is to work on private land, it must submit a letter of support from each property owner. If the project includes construction or installation, the letter must acknowledge that the property owner will be responsible (either directly or through an agreement with another entity) for project maintenance.

3. Partnering Organization

If the Applicant has identified a project partner, it must include a letter of intent from the collaborating organization/s, agreeing to participate in the proposed project. The letter should demonstrate that the partnering organization understands the project presented for funding and the activities and/or services which the partner will provide.

4. National Park Service

Projects that would be carried out on National Park Service (NPS) property will require NPS permission. Sometimes the paperwork supporting such permission takes extra time to complete.

DOEE will accept more informal statements generated by responsible NPS officials, including emails.

(i) Master Supplier Information Collection Form

Organizations not already approved as a vendor of the District of Columbia government must complete and submit the Master Supplier Information Collection Form with proposal (Appendix 4). This form is required for application submissions to be considered complete.

5.2 Documents to file if DOEE notifies that it will make the grant

Each of the following documents must be filed with DOEE before DOEE can pay out funds pursuant to a grant award. Exception: If a government agency must issue the document, and the Applicant/grantee has requested the document, DOEE may accept a copy of the Applicant's request to the agency as proof of the request.

(a) Certificate of insurance

The grantee shall be required to submit a certificate of insurance giving evidence of the required coverage, either before or after the award, but before work commences. In reviewing the grant proposal, DOEE will presume that the budget covers the cost of this required insurance, and will not later adjust the grant award for this amount.

(b) Assurance of continued truth and accuracy

The grantee will be required to reaffirm upon acceptance of the grant award that the statements it signed in support of its application are still true and correct, or, if not, what has changed. One of the grantee's promises, as an Applicant, is to advise DOEE of material changes since the filing of the application.

(c) System for Award Management (SAM) registration with federal government

If the project description in this RFA identifies the funding source and it is wholly or partially funded by a federal grant, open a SAM account at <https://www.sam.gov/portal/public/SAM> and report the SAM registration number to DOEE.

SECTION 6. FILING REQUIREMENTS GENERAL PROVISIONS

6.1 Grant award administration

The following terms and conditions apply after DOEE has made its decision to grant an award.

(a) DOEE's announcement of award

DOEE's objective is to announce grant awards by at least six (6) weeks after the application due date.

(b) Grantee's reports

The Grantee must file reports as one of the continuing conditions for eligibility:

1. Quarterly status reports (template to be provided with the grant award). These reports will be due on each of the following dates. The reports discuss grant activities for the preceding quarter:

1 st Q (Jan-Mar):	April 15
2 nd Q (Apr-Jun):	July 15
3 rd Q (Jul-Sep):	October 15
4 th Q (Oct-Dec):	January 15

If a report's due date falls on a weekend or District holiday, the report will be due the next business day.

The report must detail actions taken in the quarter preceding the report date, highlight outputs achieved, and report unforeseen changes to project timetable, staffing or partnerships, as well as any other changes that may affect project outcomes.

2. A final report (template to be provided with the grant award). This report may include the grantee's quantifying the project's outputs and describing the extent to which project outcomes met or will meet the objectives of the funded proposal. DOEE prefers hard data, and analysis of the data.

(c) Reimbursement of project expenditures

Grantees will not be reimbursed for any work that is undertaken before DOEE awards the grant.

DOEE's standard practice for grant award payments is to reimburse for expenditures related to work performed. In limited cases DOEE may advance funds at the beginning of the grant period. If the Applicant seeks an advance payment it must make the request in its proposal, and explain the request.

DOEE operates on the District's fiscal year, which starts October 1 of a calendar year and ends September 30 of the next calendar year. The grantee may submit a reimbursement request, or invoice, at any time during the fiscal year for work performed within that same fiscal year. Each request/invoice must include supporting documentation.

Reimbursements will be mailed to the address on file for the grantee. DOEE may make electronic payments in lieu of mailing checks. DOEE generally pays grant invoices six (6) weeks after DOEE receives them.

DOEE will withhold the final ten percent (10%) invoiced under a grant until all activities have been completed, including receipt of the final report.

SECTION 7. PROJECTS PROPOSED FOR GRANT FUNDING

7.1 Project Descriptions

Project Number

1

Project Name

RiverSmart Homes Tree Planting and Rebate Program

Introduction

The Department of Energy and Environment (DOEE), Watershed Protection Division (WPD), offers voluntary incentive programs to residents in an effort to control, prevent, and provide remediation for nonpoint sources of pollution that impact District of Columbia (District) waters and the Chesapeake Bay. It has been shown that best management practices (BMPs) installed on residential properties (e.g., shade trees and rain gardens) is an effective way to reduce stormwater pollution and promote water conservation in urban environments.

DOEE offers incentives that encourage property owners to install BMPs on their District properties through copayment options called RiverSmart Homes, or RiverSmart Rebates. The aim of both programs is for more BMPs to be installed on private residential property to help reduce stormwater pollution.

Through RiverSmart Homes, DOEE audits properties and makes site-specific recommendations for BMPs to be installed. If a homeowner elects to have a recommended BMP installed, DOEE will arrange for it to be installed for a nominal copayment, with DOEE subsidizing the rest of the BMP's cost and installation. There is usually a waiting period for the installation. More information on the program and process for RiverSmart Homes can be found at: <http://doee.dc.gov/riversmarthomes>.

Through RiverSmart Rebates, a homeowner can avoid waiting for the installation by doing it (or contracting for someone to do it) and receiving a rebate after the BMP is installed. More information on the program and process for RiverSmart Rebates can be found at: <http://doee.dc.gov/riversmartrebates>

DOEE tracks the performance of RiverSmart Homes and RiverSmart Rebates, keeping data on addresses, homeowner contact information, location/sub-watershed information, before-and-after pictures, dates of work, and number and type of installed BMPs, including rain barrels.

Through this RFA, DOEE is requesting applications to help incentivize only one type of BMP, shade trees. There are three components to this RFA:

1. The grantee will facilitate shade tree planting for District property owners through RiverSmart Homes and collect homeowner copayments. The grantee will provide the trees and equipment necessary to do the planting.
2. The grantee will also provide rebates through RiverSmart Rebates to qualifying District property owners who purchase trees and plant them on their property.
3. Finally, the grantee will educate homeowners receiving installations and/or rebates on stormwater issues and best management practices.

To date, DOEE has incentivized an average of 700 shade trees planted per year through RiverSmart Homes and an average of 250 tree rebates issued per year through RiverSmart Rebates. It is essential that the grantee complete plantings and issue rebates within a reasonable timeframe and manage recordkeeping effectively. On-time performance and accuracy ensure that the incentives encourage homeowners to participate.

Project Period

The project period is two (2) years. This can be amended to continue for one (1) additional year, for a total of three (3) years, depending on the performance of the grantee and the availability of funds.

Project Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies
- ☒-Universities/educational institutions; and
- ☐-Private Enterprises.

Project Description

DOEE is seeking proposals to plant shade trees on residential properties identified by DOEE, process rebates for qualifying shade trees homeowners plant independently, and educate homeowners receiving tree planting and rebates on stormwater runoff issues.

DOEE has determined the terms for installations and rebates. These include eligible shade tree species (see <http://doee.dc.gov/node/8652>), copayment and rebate amounts (\$50/tree copayment; \$50 or \$100 rebate depending on tree species) and shade tree rebate criteria (see <http://doee.dc.gov/riversmartrebates>). If DOEE changes the terms, the agency will negotiate with the grantee.

Successful applicants will demonstrate their ability and their plan to undertake each of three types of activities (plant, rebate and educate), as well as propose the following estimated targets for completion:

1. Number of trees to be planted;
2. Amount of funding to be awarded as rebates; and
3. Number of homeowners reached with education materials or activity.

Program activities to facilitate shade tree planting through RiverSmart Homes should include:

1. Evaluate properties identified by DOEE to determine the type and number of trees appropriate for each;
2. Purchase and store eligible shade trees to be planted;
3. Plant the target number of shade trees proposed above;
4. Ensure timely, quality plantings that promote health and longevity of the tree planted;
5. Provide good customer service to RiverSmart Homes participants;
6. Accept and account for direct payment from homeowners for the copayment rate set by DOEE;
7. Collect a signed liability release form and maintenance agreement from the homeowner prior to planting;
8. Maintain and report planting and homeowner data;
9. Educate homeowners receiving tree planting on how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care;
10. In particular, develop a plan and materials to educate homeowners covering how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care; and
11. Provide reports to DOEE.

Program activities to administer shade tree rebates through the RiverSmart Rebates program should include:

1. Review and evaluate all rebate applications;
2. Assist program participants throughout the rebate application process;
3. Administer and send rebates in a timely manner;
4. Update and maintain rebate program documents and application files;
5. Conduct outreach to advertise the rebate incentive;
6. Maintain and report installation and homeowner data;
7. Educate homeowners receiving tree rebates on how trees help prevent on urban runoff, the importance of urban tree canopy, and proper shade tree care; and
8. In particular, develop a plan and materials to educate homeowners on how trees help prevent urban runoff, the importance of urban tree canopy, and proper shade tree care; and

9. Provide reports to DOEE.

Project Outcomes

1. Increased planting of shade trees on private residential properties in the District
2. Increased numbers of homeowners educated on the purpose of shade trees, their care, and stormwater issues affecting the District's waterways and the Chesapeake Bay

Project Outputs and Deliverables

1. Plant the target number of shade trees proposed above.
2. Issue the target amount of shade tree rebates proposed above.
3. Reach and educate the target number of homeowners proposed above.
4. Develop and maintain the following for all program participants: address, homeowner contact information, sub-watershed information, number and species of tree planted, copayments received, and rebates provided.
5. Maintain and provide to DOEE an electronic copy of each signed application, waiver, and maintenance agreement for each homeowner who had a tree planted and/or who received a shade tree rebate.
6. Create and maintain in an electronic file, and provide it to DOEE, including a geo-coded database of each tree planted with the corresponding address and homeowner contact information.
7. Provide electronic copies of the materials used for homeowner education and outreach.
8. Provide the work plan for cost-effective and professional installation of shade trees and rebate processing.
9. Participate in formal bi-monthly (or as needed) meetings or conference calls with DOEE.
10. Submit quarterly status reports to DOEE with current data on installations completed, rebates issued, and homeowners reached and educated.
11. Submit a final report with data on all installations completed, rebates issued, and homeowners reached and educated, with an analysis of the effectiveness of messages, incentives, eligible tree species and installation techniques in meeting the grant's objectives.

Scoring Criteria	Points
Shows a cost-effective and professional approach to maximize the number of shade trees to be planted and yield quality plantings that promote the health and longevity of the tree planted	40
Shows a cost-effective and professional approach to advertising and administering shade tree rebates	15
Provides a creative and engaging way to educate homeowners receiving shade	15

tree planting and/or rebates	
Demonstrates that personnel actively working on the project will be qualified and have an expert understanding of trees, tree planting and maintenance	10
Provides an excellent, detailed plan of work with quantifiable measures and milestones that states targets to be achieved	10
Provides a detailed and reasonable justification for the funds requested, presented in a narrative and as a line-item budget	10

Additional points: There are no additional points awarded for this grant.

Project Number

2

Project Name

RiverSmart Homes Landscaping Installation Program

Introduction

The Department of Energy and Environment (DOEE), Watershed Protection Division (WPD), offers voluntary incentive programs to residents in an effort to control, prevent, and provide remediation for nonpoint sources of pollution that impact District of Columbia (District) waters and the Chesapeake Bay. It has been shown that best management practices (BMPs) installed on residential properties (e.g., pervious pavers and rain gardens) are an effective way to reduce stormwater pollution and promote water conservation in urban environments.

DOEE offers incentives that encourage property owners to install BMPs on their District properties through RiverSmart Homes. Through RiverSmart Homes, DOEE audits properties and makes site-specific recommendations for BMPs to be installed. If a homeowner elects to have a recommended BMP installed, DOEE will arrange for them to be installed for homeowners for a nominal copayment and DOEE subsidizes the rest of the cost. The copayment covers the costs of the BMP and its installation and there is usually a waiting period for the installation. The aim of the program is for more BMPs to be installed on private residential property to help reduce stormwater pollution.

DOEE tracks the performance of RiverSmart Homes, keeping data on addresses, homeowner contact information, location/sub-watershed information, before-and-after pictures, dates of work, and number and type of BMPs installed.

More information on the program and process for RiverSmart Homes can be found at:
<http://doee.dc.gov/riversmarthomes>.

Through this RFA, DOEE is requesting applications to help incentivize three types of BMPs to be installed on residential properties through RiverSmart Homes: rain gardens, BayScaping, and

impervious surface removal/pervious pavers (landscaping BMPs). There are two components to this RFA:

1. The grantee will facilitate installation of landscaping BMPs for District property owners through RiverSmart Homes and collect homeowner copayments. The grantee will provide all the materials and equipment required to do installations.
2. The grantee will educate homeowners receiving installations on stormwater issues and best management practices.

To date, RiverSmart Homes and its partners have incentivized an average of 125 rain gardens installed, 155 BayScapes planted, and 30 impervious removal/pervious paver projects per year through RiverSmart Homes. It is essential that the grantee complete installations within a reasonable timeframe and manage recordkeeping effectively to ensure these incentives continue encouraging homeowners to participate.

Project Period

The project period is one (1) year. This can be amended to continue at approximately the same level of funding for two (2) additional years, for a total of three (3) years, depending on the performance of the grantee and the availability of funds.

Project Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies
- ☒-Universities/educational institutions; and
- ☐-Private Enterprises.

Project Description

DOEE is seeking proposals to install landscaping BMPs on residential properties identified by DOEE and educate homeowners receiving installations on stormwater runoff issues.

DOEE has determined the terms for installations. These include:

1. No more than \$1,600 may be spent per property towards the cost of installing one landscaping BMP
2. Square footage requirements:

- a. Minimum 50 square feet for rain gardens
 - b. Minimum 120 square feet for BayScaping
 - c. Minimum 120 square feet for impervious surface removal and pervious paver installation
 - d. Minimum 300 square feet for impervious surface removal only
3. Homeowner copayment amounts:
 - a. \$75/rain garden copayment
 - b. \$100/BayScaping copayment
 - c. Varies. Homeowner copays the cost of the project over \$1,200 for pervious pavers and impervious surface removal.

If DOEE changes the terms, the agency will negotiate with the grantee.

An applicant must demonstrate its ability and plan to undertake each of the two types of activities, installations and education. An applicant must propose as well as propose the following numerical targets for completion:

1. Rain gardens to be planted;
2. BayScapes to be installed;
3. Pervious pavers/impervious surface removal projects to be installed;
4. Experienced installers contracted with or hired; and
5. Homeowners reached with education materials or activity.

Program activities to facilitate the installation of landscaping BMPs through RiverSmart Homes should include:

1. Contract or hire landscaping BMP installers;
2. Supervise the contracted or hired installers;
3. Install the target number of rain gardens, BayScapes, and impervious surface removal and/or pervious paver projects proposed above;
4. Ensure timely, quality installations that promote health and longevity of landscaping BMP installed;
5. Provide good customer service to RiverSmart Homes participants;
6. Accept and account for direct payment from homeowners for the copayment rate set by DOEE;
7. Collect a signed liability release form and maintenance agreement from the homeowner prior to planting;
8. Maintain and report installation and homeowner data;
9. Develop a plan and materials to educate homeowners about how landscaping BMPs help prevent urban runoff and proper maintenance techniques for landscaping BMPs;
10. Educate homeowners receiving installations about how landscaping BMPs help prevent urban runoff and proper maintenance techniques for landscaping BMPs; and

11. Provide reports to DOEE.

Project Outcomes

1. Increased number of landscaping BMPs installed on private residential properties in the District
2. Increased numbers of homeowners educated on the purpose of landscaping BMPs, their care, and stormwater issues affecting the District's waterways and the Chesapeake Bay

Project Outputs and Deliverables

1. Plant the target number of rain gardens, BayScapes, and pervious paver/impervious surface removal projects proposed above.
2. Reach and educate the target number of homeowners proposed above.
3. Develop and maintain the following data in for all program participants: address, homeowner contact information, sub-watershed information, square footage of landscaping BMP, approximate square footage of landscaping BMP treatment area, installer/contractor, and record of copayments received.
4. Maintain and provide to DOEE, an electronic copy of each signed application, waiver, and maintenance agreement for each homeowner who had a landscaping BMP installed.
5. Create and maintain in an electronic file, and provide it to DOEE, including a geo-coded database of each landscaping BMP installed with the corresponding address and homeowner contact information.
6. Provide electronic copies of the materials used for homeowner education and outreach.
7. Provide the work plan for cost-effective and professional installation of landscaping BMPs.
8. Participate in formal bi-monthly (or as needed) meetings or conference calls with DOEE.
9. Submit quarterly status reports to DOEE with current data on installations completed and homeowners reached and educated.
10. Submit a final report with data on all installations completed and homeowners reached and educated, with an analysis of the effectiveness of messages, incentives, and installation techniques in meeting the grant's objectives.

Scoring Criteria	Points
Shows a cost-effective and professional approach to maximize the number of landscaping BMPs to be installed and yield quality installations that promote the health and longevity of the landscaping BMP planted	40
Provides a creative and engaging way to educate homeowners receiving landscaping BMP installations	30
Demonstrates that personnel actively working on the project will be qualified and have an expert understanding of landscaping BMP installation and maintenance	10
Provides an excellent, detailed plan of work with quantifiable measures and milestones that states targets to be achieved	10

Provides a detailed and reasonable justification for the funds requested, presented in a narrative and as a line-item budget	10
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Additional points: There are no additional points awarded for this grant.

Project Number

3

Project Name

Anacostia Ambassador Program

Introduction

Through the US Environmental Protection Agency (EPA) Chesapeake Bay Implementation Grant, the District of Columbia Anacostia River Clean Up and Protection Fund, and funds from the National Park Service (NPS), DOEE will fund a qualified nonprofit organization to establish and administer the Anacostia Ambassador Program and hire one (1) Anacostia Ambassador who will help develop new ideas and approaches to accelerate water quality improvements in the Anacostia Watershed and coordinate the efforts of Anacostia stakeholders, businesses, local governments, and federal agencies.

In 2011, EPA designated the Anacostia River as one of seven initial Urban Waters Federal Partnerships (UWFP). The goal of UWFP is to reconnect urban communities, particularly those that are overburdened or economically distressed, with their waterways by improving coordination among federal agencies and collaborating with community-led revitalization efforts to improve our Nation's urban waters. In 2012, UWFP announced the launch of the Ambassador program to accelerate and coordinate locally prioritized on-the-ground projects that are critical to improving water quality and public health, and fostering community stewardship in urban watersheds. These goals are also closely aligned with the District's Chesapeake Bay outreach work by contributing to the restoration and protection of a major tributary to the Chesapeake Bay.

Through this RFA, DOEE is requesting applications to fund one (1) local nonprofit organization to administer the Ambassador Program, which will bring the District of Columbia into the national UWFP. There are four components to this RFA:

1. The grantee will hire one (1) Anacostia Ambassador;
2. The grantee will provide the Anacostia Ambassador with the resources required to implement the program (e.g., office space, computer, phone, printing costs) or reimburse the Ambassador for those expenses;
3. The grantee will supervise the activities of the Anacostia Ambassador, including advising program development and implementation and consulting with DOEE as needed; and
4. The grantee will provide quarterly financial and program reports to DOEE with copies to the national and regional Urban Waters coordinators.

Project Period

The project period is one (1) year. This period can be amended to continue for two (2) additional years, for a total of three (3) years, depending on the performance of the grantee and the availability of funds. This grant is intended to initiate this multi-year program. It is the belief that this grant will help to leverage additional funding sources for future years.

Project Eligibility

The following are eligible to apply if an “x” appears:

- ☒-Nonprofit organizations, including those with IRS 501(c)(3) or 501(c)(4) determinations;
- ☒-Faith-based organizations;
- ☐-Government agencies
- ☐-Universities/educational institutions; and
- ☐-Private Enterprises.

Project Description

DOEE is seeking proposals to establish and administer the Anacostia Ambassador Program. Successful applicants will demonstrate their leadership in implementing government and civic programs that address the varied goals and concerns of environmental and development communities; the ability to involve respected, key figures who will attract participants; experience with outreach and restoration activities in the Anacostia Watershed; a proven track record to leverage resources; a proven track record to bring together a variety of stakeholders and government partners; and their plan to manage Anacostia Ambassador Program activities.

The applicant’s proposal should address the following elements:

1. Provide a short narrative that describes the affected watershed. This would address not only the natural environment, but also profile the social and economic population, and link that to the natural environment. Address challenges and opportunities.
2. Identify the qualifications of key members of the applicant’s organization who would be involved in this project;
3. Identify the qualifications or selection criteria for the Anacostia Ambassador;
4. Host the Ambassador with adequate workspace and resources;
5. Assist the Ambassador to establish necessary local and federal contacts;
6. Provide a summary of the plan to provide oversight and direction for the following activities of the Ambassador:
 - a. Identify and coordinate current and planned programmatic activities of Anacostia stakeholders and partners;

- b. Coordinate with upstream jurisdictions in Maryland;
- c. Identify gaps/barriers to existing restoration efforts and propose solutions;
- d. Leverage and complement ongoing work of stakeholders and partners;
- e. Work to bring into the partnership the US General Services Administration (GSA) or other appropriate federal agencies within the Anacostia Watershed to support Anacostia cleanup efforts;
- f. Work to engage businesses, nonprofits, educational institutions, and government agencies that are not already involved in restoration of the Anacostia Watershed;
- g. Work with Anacostia Watershed Partnership members and other Anacostia Urban Waters partners to better engage minority and environmental justice communities;
- h. Develop and distribute regular updates about the Anacostia UWFP to stakeholders;
- i. Make presentations at local, regional, and national events and conferences;
- j. Schedule and facilitate meetings of Anacostia UWFP members;
7. Administer program payments and maintain financial records; and
8. Provide programmatic and financial reports to DOEE and UWFP.

Project Outcomes

1. Increased outreach activities to engage minority and environmental justice communities;
2. Increased coordination and communication among Anacostia stakeholders, including businesses and federal agencies; and
3. Increased number of Anacostia-River-related water quality projects implemented in the District.

Project Outputs and Deliverables

1. Contract or hire one (1) Anacostia Ambassador;
2. Provide a work plan for the Anacostia Ambassador;
3. Educate District of Columbia stakeholders on Anacostia Watershed issues and initiatives;
4. Develop partnerships to facilitate the goals and activities of the Anacostia Ambassador Program;
5. Develop and maintain a list of contacts;
6. Participate in formal bi-monthly (or as needed) meetings or conference calls with DOEE.
7. Submit quarterly status reports to DOEE on financial expenditures and program activities;
8. Maintain adequate financial and program records for five (5) years for audit purposes; and
9. Submit a final report with data and narrative describing the major activities and accomplishments of the Anacostia Ambassador program.

Scoring Criteria	Points
Applicant and/or Ambassador has the recognition and respect of the community needed to galvanize support and participation across the range of Anacostia Watershed stakeholders and partners, or has the ability to secure participation of key figures	15

Demonstrates an innovative plan to engage businesses, nonprofits, educational institutions, and government agencies that are not already involved in restoration of the Anacostia Watershed	30
Demonstrates that the Ambassador and staff/contractors directly involved will have an expert understanding of Anacostia Watershed restoration issues	15
Demonstrates that personnel actively working on the project will be qualified to organize and administer it	10
Demonstrates experience in developing innovative methods to engage minority and environmental justice communities	10
Provides an excellent, detailed plan of work with quantifiable measures and milestones that states targets to be achieved	10
Provides a detailed and reasonable justification for the funds requested, presented in a narrative and as a line-item budget	10

Additional points: There are no additional points awarded for this grant.

APPENDICES

Appendix 1 – COVER SHEET

A cover sheet must be submitted as the first document in the application for an announced grant. If the Applicant is applying for more than one grant, each grant should have its own cover sheet. Please use Appendix 1 to prepare the cover sheet.

There is no special design format to this cover sheet, except that the items must stay in their numbered order. This cover sheet may be submitted single-spaced.

From DOEE's website, the Applicant can download a .PDF version of the cover sheet.

An application submitted without the properly filled-in cover sheet will be considered NOT filed. The result could be that the Applicant misses the filing deadline. Please fill in a cover sheet for each grant sought.

Appendix 2 - EXAMPLE OF GRANT BUDGET

Please submit a budget in this format.

Appendix 3 - PROMISES, CERTIFICATIONS AND ASSURANCES ("PCA")

Please review and sign this document, following the instructions in it.

Appendix 4 – MASTER SUPPLIER INFORMATION COLLECTION FORM

Please complete and submit this document.